

## Community Development Department

### Planning Division

1265 E. Fort Union Blvd, #250 Cottonwood Heights, Utah 84047 (801) 545-4154



## Short Term Rental Permit Application

Property owner: \_\_\_\_\_

Owners Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Authorized Agent or Management Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address and website: \_\_\_\_\_

Location or address of the proposed project: \_\_\_\_\_

### Short Term Rental Application Checklist:

1. Current zoning of property: \_\_\_\_\_
2. Size of home: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_
3. Number of off street parking stalls: \_\_\_\_\_
4. Is the proposed location in an apartment or condominium complex? ☐ Yes ☐ No  
If yes, what is the name of the project: \_\_\_\_\_
5. Have you completed the required noticing? ☐ Yes ☐ No
6. What is the maximum occupancy (adults) of the unit you are applying for? \_\_\_\_\_
7. Has this property been used as a short term rental in the past? ☐ Yes ☐ No

Name of the local manager? \_\_\_\_\_

Direct Contact Information for manager: \_\_\_\_\_

\_\_\_\_\_

## Acknowledgement of Responsibility

This is to certify that I am making application for the described action and that I am responsible for complying with all City code requirements. The documents and information I have provided are true and accurate to the best of my knowledge. I understand that my application is not deemed complete until a staff member of the Planning Division reviews the submittal and certifies that all materials and criteria submitted meet City requirements. I also acknowledge that submittal of this application does not constitute approval of a short term rental permit.

Signature of applicant /responsible person:

I certify that I have read and understand the acknowledgment of responsibility:

\_\_\_\_\_ signed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

## Property Owners Acknowledgment of Application:

Property owners signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Required Submittals and Support Materials:

1. Application
2. Site plan of Property showing location of parking
3. Picture of property
4. Copy of notice sent to neighbors and list of who notice was sent to.

For more information on short term rentals see For Your Information form *P 28 – Applying for a Short Term Rental Permit.*

### For Office Use Only

Fees received by: \_\_\_\_\_ Date of submittal: \_\_\_\_\_ Amount Paid: \_\_\_\_\_